

APPLICATION FOR REASSESSMENT PROGRAM
(TO BE FILED WITH COUNTY TAX ADMINISTRATOR)

Taxing District _____ County _____

SECTION I - GENERAL INFORMATION

1. Reassessment to be completed _____ and filed in tax year _____.
2. All values placed on property will be as of October 1, 20____.
3. Year last revaluation _____ and reassessment _____ implemented.
4. No. of line items - Class 1 _____, 2 _____, 3 _____, 4 _____.

SECTION II - REASSESSMENT STANDARDS AND PROCEDURES

Below are a series of statements. The statements generally reflect standards and procedures that must be met or performed during a reassessment program. Please read each statement carefully. If you agree with the statement, place a check mark in the box to indicate agreement. If you disagree entirely or partially with the statement, place a check mark in the box to indicate disagreement. A check mark indicating disagreement requires that a separate sheet be attached to this application to express your reason the statement may not be appropriate or applicable in the proposed reassessment.

REASSESSMENT PROCEDURE STATEMENTS

- | | | |
|-----------------------------------|----|---|
| <input type="checkbox"/> Agree | 1. | A diligent attempt will be made to thoroughly inspect the exterior of all |
| <input type="checkbox"/> Disagree | | improvements to carefully note all pertinent physical property characteristics and accurately obtain or verify outside building dimensions. |
| <input type="checkbox"/> Agree | 2. | A diligent attempt will be made to thoroughly inspect the interior of all |
| <input type="checkbox"/> Disagree | | improvements to carefully note all pertinent construction components and other physical data respecting condition and layout. |
| <input type="checkbox"/> Agree | 3. | A scaled sketch with dimensions of each significant building will be prepared on |
| <input type="checkbox"/> Disagree | | which building sections, accessories, and story levels or heights will be noted. |
| <input type="checkbox"/> Agree | 4. | The Real Property Appraisal Manual for New Jersey Assessors will be utilized to |
| <input type="checkbox"/> Disagree | | develop appropriate depreciated replacement costs for all improvements as of the assessment date. |
| <input type="checkbox"/> Agree | 5. | All exempt property assessments will be updated to a current value as of the |
| <input type="checkbox"/> Disagree | | assessment date. |
| <input type="checkbox"/> Agree | 6. | All land assessments will be updated to a current value as of the assessment date |
| <input type="checkbox"/> Disagree | | utilizing generally acceptable land valuation procedures. |
| <input type="checkbox"/> Agree | 7. | A land value map shall be developed using appropriate land unit values such as |
| <input type="checkbox"/> Disagree | | front foot, effective front foot, excess front foot, square foot, acreage value and base or minimum site value. |
| <input type="checkbox"/> Agree | 8. | Sales of all properties deemed to be usable and occurring within the past three years |
| <input type="checkbox"/> Disagree | | will be analyzed; and significant data extracted from appropriate sales will be utilized in developing pertinent factors, adjustments, tables and/or schedules for determining current market values of property as of the assessment date. |

- ☐ Agree 9. All owners of income-producing property will be requested to submit income and expense information as provided under N.J.S.A. 54:4-34.
- ☐ Disagree
- ☐ Agree 10. All applicable approaches to value will be employed in the valuation process, and values developed will be reconciled to determine a final assessed value of the property as of October 1 of the pretax year.
- ☐ Disagree
- ☐ Agree 11. A taxpayer orientation program will be conducted to generally describe the reassessment program and its purpose.
- ☐ Disagree
- ☐ Agree 12. A notice will be sent to all taxpayers to inform them of their proposed assessed value and how an appointment may be made to arrange for an informal review.
- ☐ Disagree
- ☐ Agree 13. The tax map is up-to-date and has been reviewed and approved by the Local Property Branch within the past three years.
- ☐ Disagree

SECTION III - HYBRID REASSESSMENT

- ☐ Place a check mark in this box if any portion of the updating valuation process will be performed by individual(s) other than the assessor and his or her staff on the municipal payroll.

If you placed a check mark in the above box, a copy of the proposal or contract for the performance of such services must be attached to this application. Any contract entered into for valuation of all or a portion of the real property in a municipality is subject to the approval of the Director of the Division of Taxation (or his designee).

SECTION IV - CERTIFICATION AND ACKNOWLEDGMENT

I hereby declare as tax assessor that the reassessment will be performed as agreed to and stated in this application, and any revision or addendum sheet I have attached. I also fully understand that if I am granted approval to proceed with the reassessment, I will submit monthly reports of the progress and status of the reassessment to the county tax administrator as prescribed in N.J.A.C. 18:12A-1.14(d).

- ☐ Check if revision or addendum sheet is attached.

Date

Assessor's Signature

The _____ County Board of Taxation at a meeting held on _____, 20____ has reviewed the forgoing application and any attached revision or addendum sheet and recommends _____ of the proposed reassessment program.
(Approval or Disapproval)

Date

County Tax Administrator

The foregoing proposal for reassessment is hereby approved this _____ day of _____, 20____, in accordance with N.J.A.C. 18:12A-1.14(c).

Assistant Director, Division of Taxation